

# DEPARTMENT OF THE ARMY HEADQUARTERS, III CORPS AND FORT HOOD 1001 761ST TANK BATTALION AVENUE FORT HOOD, TEXAS 76544-5000

# COMMAND POLICY DPTMS-01

JUL 2 4 2014

IMHD-PLA

## MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Enhancing Protection of Fort Hood

### 1. REFERENCES:

- a. AR 190-13, The Army Physical Security Program, dated 25 February 2011.
- b. Secretary of the Army Directive, subject: Uncleared Contractor Command Access Card (CAC) Credentialing and Installation Access, dated 31 October 2013.
- c. ALARACT 285-2013, subject: Enhancing Protection of Army Installations, Facilities and Workplaces, dated 25 October 2013.
- d. Directive-Type Memorandum (DTM) 08-003, "Next Generation Common Access Card (CAC) Implementation Guidance" incorporating change 5, dated 8 October 2013.
- e. Army Directive 2014-05, Policy and Implementation Procedures for Common Access Card Credentialing and Installation Access for Uncleared Contractors, dated 7 March 2014.
- f. DTM 09-012, Interim Policy Guidance for Department of Defense (DoD) Physical Access Control, dated 22 April 2014, Incorporating Change 4.
- 2. APPLICABILITY. This policy applies to all Fort Hood units, tenants, agencies, DoD Civilians and contractor personnel or any representative of the contractor entering Fort Hood.

#### 3. DEFINITIONS:

- a. Requiring Agency (RA). The Fort Hood unit/organization with contractor personnel performing work under a contract in support of the RA's mission.
- b. Sponsoring Agency. The Fort Hood unit/organization sponsoring contractor employees performing work under a contract led by a non-Fort Hood entity, e.g. a contract with the Contracting Officer (KO) and Contracting Officer Representative

(COR) located in Washington, DC with one contracted employee performing work at Fort Hood.

4. POLICY. To enhance protection of Fort Hood and ensure trusted credentialing for increased security. All contractor personnel, including sub-contractor personnel, must be registered and vetted for access to Fort Hood. Requiring and sponsoring agencies will ensure all contractors, both CAC eligible and non-CAC eligible, are registered and vetted before performing work under their contract on Fort Hood, and by maintaining an accurate list of contractor employees with the Directorate of Emergency Services (DES). The DES will use the list to screen and vet all contractor employees IAW above references. The RA/SA designated representative, typically a COR, is responsible for the accuracy of the list maintained at the DES. Contractor personnel cannot serve as RA/SA designated representatives. Requiring Agencies will ensure the Operations Security/Antiterrorism Officer (OPSEC/ATO) cover sheet is completed for all requirement packages (performance work statements) IAW III Corps and Fort Hood OPORD PW-11-09-624 (Phantom Shield). Requiring Agencies and the Fort Hood Mission and Installation Contracting Command (MICC) will ensure performance work statements (PWS) include standard language for installation access and contractor requirement to return government furnished identification, including visitor passes issued by DES, to the government when the employee no longer performs work for the contractor under the contract. The RA/SA designated representative will ensure all contractors, both CAC eligible and non-CAC eligible, are aware of and comply with the requirement to maintain on their person, at all times, appropriate identification and installation access documentation.

#### 5. PROCEDURES:

- a. The list of all contractor employees will be submitted to DES using a Microsoft excel spreadsheet format and must include full name, date of birth, social security number and if applicable, driver license number.
- b. An updated list must be submitted immediately whenever a change in the contractor workforce occurs whether caused by hiring actions, termination of employment or resignation of a contractor employee.
  - c. The RA/SA will verify the list with the DES at a minimum every six months.
- d. The RA/SA will notify DES and the MICC Contracting Officer immediately of any contractor employee whom fails to return government furnished identification when the employee no longer performs work for the contractor.
- 6. ADJUDICATION. Fort Hood will continue to follow Army Directive 2014-05 (reference e), OPM's adjudicative guidance, DTM 08-003 (reference d) and AR 190-13 (reference a) for National Agency Check with Inquiries (NACI) adjudication, National

IMHD-PLA

SUBJECT: Enhancing Protection of Fort Hood

Crime Information Center-Interstate Identification Index (NCIC-III) installation access standards and reconsideration (appeals) for contractors whose CACs have been denied or revoked.

7. EXPIRATION. This Fort Hood policy memorandum will remain in effect until superseded or rescinded.

KENDALL P. COX Major General, USA

**Deputy Commanding General** 

DISTRIBUTION:

IAW FH Form 1853: A